

**Durham City/County Planning Department
Board of Adjustment (BOA)/ Major Special Use Permit (MSUP)
Pre-Submittal Registration Form**

**No applications will be accepted unless the pre-submittal conference has been held.
Refer to the BOA/MSUP Application Schedule.**

Person Requesting Pre-Submittal (name): _____

Contact Information: Phone: _____ Fax: _____
Email: _____

Type of Application (circle): Major Special Use Permit; Minor Special Use Permit;
Variance; Appeal; Zoning Boundary Interpretation;
Custodial Care

Brief description of request: _____

General Location/Address: _____

Property Identification Number (PIN): _____

Zoning District: _____

Since some items required for a complete application require time to prepare, please begin preparation for your *application* submittal by reviewing the BOA Submittal Checklist available at http://www.ci.durham.nc.us/forms/planning_boa_app_info.pdf, or the Major Special Use Permit checklist available at http://durhamnc.gov/forms/planning_major_use_app.pdf. These forms are also available from the Planning Department.

Pre-submittals can be scheduled by returning this form by email to Betty Johnson (bjohnson@ci.durham.nc.us) or Michael Stock (mstock@ci.durham.nc.us), fax (919/560-4641) or in-person through the department receptionist or on-call counter. Pre-submittal conferences are normally held during the week prior to the submittal deadline. Registrations received by 5 p.m. on the registration deadline will be scheduled for a conference on a first-come/first-serve basis. Feel free to call 919/560-4137 with any questions.